

Event Planning Worksheet

Meeting Date and Time _____

Registered Student Organization _____

Reservation ID #: _____

Events On-Line #: _____

Organization: _____

Contact Name: _____ Contact #2 Name: _____

Phone: () _____ Phone: () _____

Email: () _____ Email: () _____

Event Name: _____

Event Date(s): _____

Venue/Meeting Rooms: _____

Event Start Time (Doors Open): _____ am/pm Event End Time (Doors Close): _____ am/pm

Venue Access Time: _____ am/pm Venue Access End Time: _____ am/pm

Please bring the following information to your scheduled event planning meeting.

- | | |
|---|--|
| <input type="checkbox"/> Equipment
<i>will</i> | × <i>tables, chairs, audio/visual equipment and any other equipment you need for your event</i> |
| <input type="checkbox"/> Detailed and annotated event schedule | × <i>especially important for complicated events or events taking place in multiple venues</i> |
| <input type="checkbox"/> Catering/Food Safety | × <i>For your catering needs please contact ASUCLA Catering at 310.206.0735</i> |
| <input type="checkbox"/> Student Union Event Fund
(ASUCLA facilities only) | × <i>see Event Services website at: www.eventservices.ucla.edu for guidelines and deadlines</i> |
| <input type="checkbox"/> Tickets/Admission charged | × <i>ticket requests forms need to be submitted through Student Union Event Services no later than 2 weeks prior to ticket distribution</i> |
| <input type="checkbox"/> Merchandise sales/Donation Collection | × <i>your CSP Adviser has information about authorized merchandise sales and donation collections, Event Services will need a list of vendors, items, quantity and prices.</i> |
| <input type="checkbox"/> Parking | |
| <input type="checkbox"/> Security/Special staffing | |
| <input type="checkbox"/> VIP attendees | |
| <input type="checkbox"/> Alcohol | × <i>talk to your CSP Adviser to learn more about the policy</i> |
| <input type="checkbox"/> Copies of any planned advertising
including flyers, display ads | × <i>inform your CSP Adviser about any advertising before it is published or distributed, if awarded ASUCLA Student Union Event Funding please request ASUCLA Student Union Event Fund logo.</i> |
| <input type="checkbox"/> Performance Checklist | × <i>ask your CSP Adviser about a Special Events Committee meeting if your event includes a high-profile performer</i> |
| <input type="checkbox"/> Decorations | |